



WYCOMBE
ABBEY

Estates Finance Officer

Start Date: As soon as Possible

Information for Applicants



Consider Wycombe Abbey

Wycombe Abbey is an exceptional place; we operate as a modern full boarding school for around 650 girls, and we are committed to the development of each one. We have over 125 years of experience in educating young women and our vision remains to provide our pupils with a world class education. We are excited about encouraging curiosity, bold ideas, innovation, leadership and delight in learning - inside and outside the classroom.

We are a welcoming and vibrant community for all staff. Our school is set in 170 acres of parkland within a five-minute walk of the town of High Wycombe. We offer superb modern facilities, including a sports centre, a performing arts centre, a wide range of teaching facilities and 11 boarding houses. We are constantly improving our site and, through our new visionary masterplan, we will see the creation of a truly world-class campus over the next decade.

Wycombe Abbey's outstanding reputation for excellence is built on the dedication and skills of the people that work at the School. Every member of staff at Wycombe Abbey contributes towards the School's thriving community and works to continually strengthen our ambition for excellence. We seek to recruit well-qualified and enthusiastic staff who demonstrate knowledge of, and passion for, their area of expertise and contribute to the wider life of the School. In return, the School provides staff with a wide variety of opportunities to develop professionally within a supportive team and wonderful working environment. Please do watch the video to hear more from the staff themselves about working at the School.

Superb academic outcomes are the hallmark of a Wycombe Abbey education and girls regularly secure places at the most prestigious universities globally. However, we understand the importance of looking beyond the narrow confines of excellent examination results to define success. Our rich co-curricular programme includes an array of activities and opportunities, ensuring that every girl develops her passions and explores new possibilities. These experiences, in turn, help to build the skills, discipline and character that will support her future life.

Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The core values of trust, encouragement and mutual respect underpin everything we do; in this happy and close-knit community everyone is known as an individual, friendships flourish and girls enjoy each other's company.

Thank you for your interest in joining Wycombe Abbey. We hope that you will find the information in this pack useful, and we look forward to hearing from you if you feel that this post may suit your skills and experience.

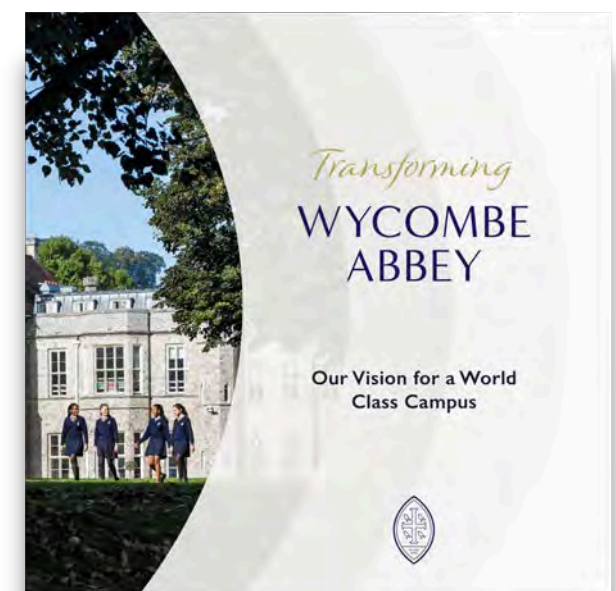
Mrs Jo Duncan
Headmistress



[Watch our film to hear why you should consider working at Wycombe Abbey.](#)



[Read our Strategic Direction](#)



[Read about our Masterplan](#)



Our Values

Our values are the principles that guide the way we interact with other individuals and groups and are especially important in a boarding community like ours.

These are the values that shape our school.

Trust – we foster strong relationships built on trust through good communication, willingness to listen and honesty.

Encouragement – we promote a positive atmosphere where all members of the community are supported to develop and fulfil their potential.

Mutual Respect – we seek to understand and embrace differences in people, ideas and experiences with tolerance and understanding.

Dynamism – we are a forward-thinking school that nurtures the leaders of tomorrow for a global workplace.

Excellence – we believe in the importance of striving to be exceptional in whatever we do through the setting of ambitious goals and taking ownership of our decisions and actions.

Balance – we understand the importance of supporting staff and pupils to thrive by maintaining a healthy mind and body.

Innovation – we are excited about creating the future through being open-minded, curious and embracing change.

Service – we recognise the great rewards that individuals reap in helping, supporting and giving to others both within the School community and beyond it.



Working at Wycombe Abbey

Wycombe Abbey is an exceptional place to work. Set in 170 acres of beautiful Buckinghamshire parkland, the School aims to encourage all staff to develop their talents within an inspiring, fulfilling and caring community.

In total, approximately 420 teaching and support staff are employed at the School on either a full or part-time basis. Each year a number of newly qualified, and in some cases unqualified, recent graduates join the staff body. There is proactive support for all new members of staff, who are guided through their first year at School by a variety of colleagues, with the line manager and an individually-appointed mentor taking the lead.

Staff wellbeing is a key focus for the School with the Headmistress taking a lead role in this area. Our core values of trust, encouragement and mutual respect shape our interactions with each other and those outside the School.

Professional development is highly valued at Wycombe Abbey and all staff are encouraged to participate in a vibrant and robust professional development programme offering a range of opportunities including inspirational speakers, workshops, accredited courses, conferences, coaching and mentoring.

All staff at Wycombe Abbey are encouraged to embrace and be part of boarding school life and are linked to a boarding house when they join. Staff are welcome to participate in House activities, such as trips and events and all are invited to School events throughout the year.

During the School holidays, a number of commercial activities and external programmes take place on School grounds. These activities are important for our community engagement and revenue generation. All staff are expected to support these operations as required.

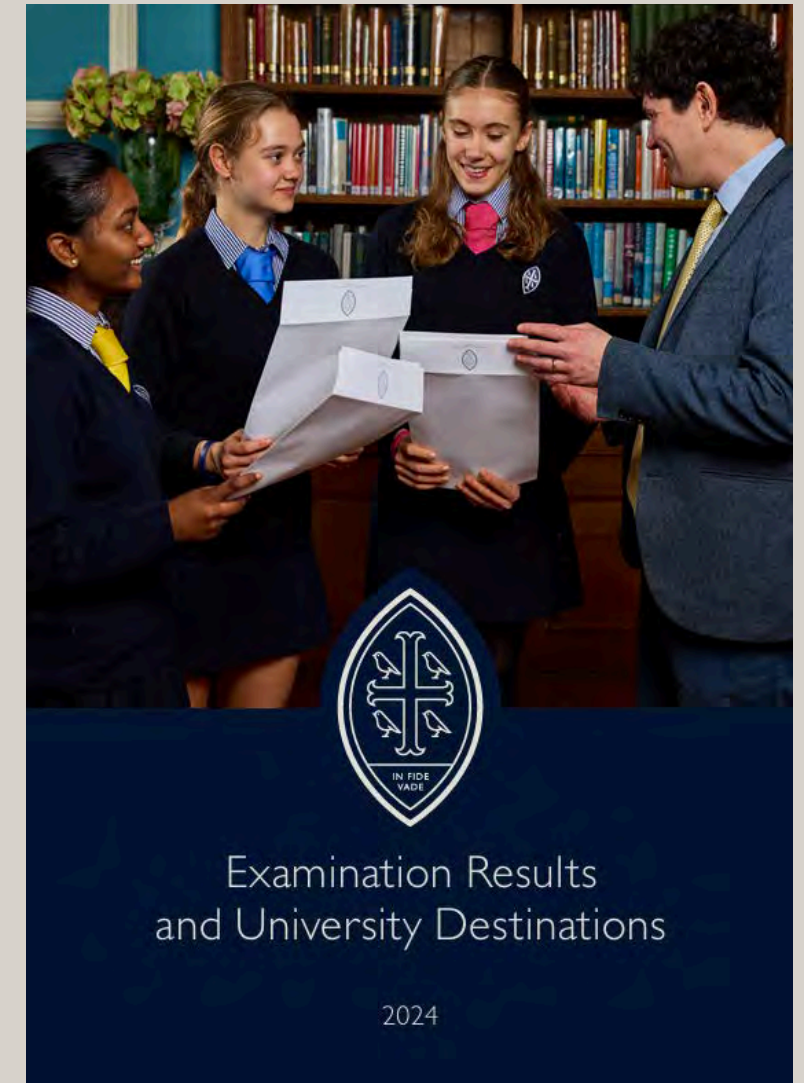
We provide a variety of employee benefits which we are continually adding to, some of which are listed below.

Benefits of Working at Wycombe Abbey

- A focus on staff wellbeing with a dedicated Wellbeing Committee chaired by the Headmistress. Events and activities include regular get togethers, a walking club and book-swap.
- Free parking provided on-site.
- Free use of the Sports Centre including swimming pool, gym and courts/pitches.
- Fee remission for daughter(s) who are eligible and meet the School's entrance criteria is applicable.
- Prep School Fee Remission is available with selected preparatory schools for children who are eligible and meet the relevant entrance criteria is available.
- All eligible staff enrolled automatically to the School's Defined Contribution pension scheme.
- Invitations to school productions and concerts throughout the year.
- Salary sacrifice on electric vehicles.
- Easy access to London (24 minutes to Marylebone), the Chiltern Hills and attractive towns such as Marlow, Henley-on-Thames and Beaconsfield. Heathrow is also just 20 miles away plus good transport links to other London airports.
- Provision of meals and refreshments all year.
- Provision of laptop during tenure at the School.
- Generous training and development scheme with regular whole staff in-house and external training.
- Free eye tests.
- Use of the School Library to borrow books.
- Access to the Employee Assistance Programme.
- Cycle to work scheme.
- Free will writing.

University Destinations and Results

Wycombe Abbey has a long tradition of academic success. The learning environment is supportive, yet challenging, and our teaching specialists communicate a genuine love of their subject, encouraging all our pupils to pursue an intellectual curiosity beyond the curriculum.



[Click to see results and destinations](#)



The Role: Estates Finance Officer

Wycombe Abbey seeks to appoint an Estates Finance Officer to support the Estates Manager and the wider Estates Department with the financial and commercial aspects of the Estates function, including financial planning, budgets, purchasing and contractor management.

Reports to:

The Estates Manager, and ultimately the Headmistress.

Contract:

This is a full-time, permanent contract. The first six months will be a probationary period.

Hours of Work:

37.5 hours per week, Monday to Friday, 52 weeks per year. Core working hours are 8:30am – 5:00pm, however there is some flexibility on the shift pattern. Some weekend work may be required to support the department's needs, for which time off in lieu will be given.

Holiday:

30 days per annum, plus bank holidays.

Salary:

£33,000 - £41,000 per annum, depending on skills and experience.

Key Responsibilities

General:

- Provide an efficient and flexible procurement service which will deliver optimum value for money, cost savings and best quality of service for the Estates department.
- Assist the Estates Manager to select, monitor and maintain supplier relationships; working in collaboration with others to achieve value for money solutions.
- Support the department to implement and maintain effective and innovative procurement systems.
- Provide support for the department in respect of financial procedures for purchasing and assist with accurate record keeping to ensure orders are administered in line with policy and within budget.
- Support the department with the administration of SAP Concur Purchasing System and other financial management and project management software.



The Role: Estates Finance Officer

Facilities, Finance and Project Support

- Assist the Estates Manager in the preparation and management of annual budgets for the department.
- Maintain the Maintenance, Capital and Revenue budget status reports to track expenditure.
- Assist the department with the management and tracking of quotes, orders and invoices for Capital, Sustainable and Revenue Projects.
- Ensuring accurate and up-to-date tracking of all Estate's contracts.
- Assist the Estates Manager and Deputy Estates Manager with the management of sub-contractors visiting or working on the School site.
- Work in conjunction with the Finance Department to facilitate the smooth transaction of purchasing and invoicing of Estates procurements.
- Support the Estates Manager with the management of the 10-year Forward Maintenance Register database and associated management documents.
- Assist the Deputy Estates Manager with the management of the Schools utilities, ensuring that invoices correlate to building use.
- Assist the Deputy Estates Manager with the effective maintenance of the School's Asset Register.
- Manage the Estates department credit card spend and monthly reporting.

Administration

- Liaise with suppliers regarding pricing queries and return incorrect or faulty goods received.
- Ensure accurate and timely processing of supplier invoices, adhering to goods order and receipt processes, resolving any queries with suppliers as required.
- Maintain an accurate and accessible database of suppliers to ensure that all records are maintained.
- Assist the Estates Team with day-to-day Estates administrative tasks, including distribution of Estates Helpdesk tickets via the Parago system.
- Maintain and produce a monthly Estates Helpdesk tracker.
- Maintain maintenance trackers in line with policy and regulations.
- Undertake any other duties that may be reasonably required to support the needs of the department.

School Transport Management (School Vehicles)

- Assist the department to manage a serviceable fleet of vehicles appropriate for the School.
- Ensure service intervals and termly safety checks are adhered to.
- Organise road tax and MOTs for the School's fleet of vehicles.



The Role: Estates Finance Officer

Person Specification

Specialist Knowledge and Experience

- Experience of budget management and reporting.
- Experience in a procurement administration role or similar.
- Experience of procurement led activities i.e. tender process, supplier relationships, contract management.
- Previous experience of working in a school environment is desirable.
- Thorough and advanced working knowledge of Microsoft 365 (particularly Word, Excel and Outlook).
- Knowledge of book-keeping and basic accountancy.

Attention to Detail

- Ability to provide a high standard of administrative work.
- Ability to maintain high standards of discipline and integrity.
- Ability to exercise discretion and uphold confidentiality.

Team working

- Ability to develop effective and supportive relationships with colleagues, internal and external, both in terms of social interaction and positive support with team workload.

Customer Focus

- Ability to build rapport easily, put the customer first and work hard to meet their needs.

Communication

- Experience of communicating effectively, both verbally and in writing, adapting style to suit the audience.
- Ability to be pro-active in advising colleagues of the status of tasks and due key information.
- A confident communicator, able to instruct the Estates and maintenance/services contractors in the allocation and monitoring of their work as required.

Organisation

- Ability to organise time effectively, creating work schedules, prioritising workload and meeting deadlines.
- Ability to use initiative and to work unsupervised.

Flexibility

- Ability to successfully adapt to changing demands and conditions.
- Ability to be practical and pragmatic; prepared to work outdoors on occasions.

Safeguarding

Wycombe Abbey is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced Disclosure and Barring check.



Terms of Appointment

A formal contract of employment will be drawn up on appointment.

- Contract
 - This is a full-time, permanent contract. The first six months will be a probationary period.
- Appointment Date
 - As soon as possible.
- Salary
 - £33,000 - £41,000 per annum.
- School Fee Remission
 - Fee remission for daughter(s) who are eligible and meet the School's entrance criteria is available.
- Prep School Fee Remission
 - Fee remission with selected preparatory schools for children who are eligible and meet the relevant entrance criteria is available.
- Pension Scheme
 - The School offers membership of the School's Defined Contribution Pension Scheme.
- Death in Service Cover
 - Life cover at 4 x annual salary.
- Equal Opportunities
 - It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.
- Safeguarding
 - All staff share responsibility for promoting and safeguarding the welfare of pupils and must adhere to, and comply with, the School's Safeguarding and Child Protection Policy at all times.
- Pre-Employment Checks
 - The appointment is subject to an Enhanced Disclosure and Barring check.



Wycombe Abbey Community

Wycombe Abbey is a welcoming and vibrant community of 420 teaching and support staff.

Our School is set in 170 acres of parkland within a five-minute walk of the town of High Wycombe. There is easy access to London, the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby.

There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding primary, prep, and secondary (including grammar) schools in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford and Bicester Village are within 30 miles, with a direct train link. Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to other London airports..

There is a range of committees that staff can join including Staff Wellbeing, Equality, Diversity and Inclusion, CPD and others. The Staff Wellbeing Committee organises staff wellbeing and social events on a regular basis, which are well attended.

Follow us on social media:
@WycombeAbbey



Closing date: Sunday 31 August 2025
Interviews: w/c Monday 8 September 2025

To apply, please fill in an online application
by clicking Apply Now.

We are an equal opportunities employer.
Registered Charity No. 310638

[Apply Now](#)



If you have any questions, please do not hesitate to contact
the HR Team on 01494 895575
or hr@wycombeabbey.com.

